



**Virginia Small Business
Assistance Program**

“Serving Business and the Environment”

**Virginia Vapor Recovery Program
Compliance Calendar
For
Gasoline Dispensing Facilities
2006**



Need More Help?

**For additional information on Stage I or Stage II operations in your
area please contact:**

In Northern Virginia: (703) 583-3800

In Richmond and Metro Area: (804) 527-5020

or

The Virginia Small Business Assistance Program

804-698-4394 or 1-800-592-5482 (VA State Only)

**INSTANT HELP
TRY OUR WEB PAGE**

www.deq.virginia.gov/osba/



COMMONWEALTH of VIRGINIA

DEPARTMENT OF ENVIRONMENTAL QUALITY

W. Tayloe Murphy, Jr.
Secretary of Natural Resources

Street address: 629 East Main Street, Richmond, Virginia 23219
Mailing address: P.O. Box 10009, Richmond, Virginia 23240
Fax (804) 698-4500 TDD (804) 698-4021
www.deq.state.va.us

Robert G. Burnley
Director

(804) 698-4000
1-800-592-5482

Dear Small Business Owner:

The mission of the Virginia Department of Environmental Quality is to improve the air, water, and land in the environment in which we live, play and conduct our business. Your contributions to this task through your compliance with the Stage I and Stage II Gasoline Distribution Regulations and other efforts go along way toward helping us achieve this mission. Your efforts are very much appreciated.

While regulations can be confusing and complex, they often require precious resources from small business owners. We understand that your time and money are very difficult to stretch. It is the goal of the Department of Environmental Quality to assist small businesses in the Commonwealth in understanding and implementing environmental regulations. DEQ's Small Business Assistance Program is prepared to assist you to help you find answers to the three most-asked questions about environmental regulations:

1. What do I have to do?
2. How do I do it?
3. Is there help for me to pay for it?

The Small Business Assistance Program has developed this "Vapor Recovery Program Compliance Calendar," which can help you keep the necessary records that are required by the Stage I and Stage II Regulations. The calendar contains all the record-keeping elements you will need to comply with the rules and also provides some good business practices in the maintenance of your fueling systems. The most effective use of the calendar is to keep it where you will see it on a daily basis. The calendar has proven to be an effective and simple tool to help you stay in compliance. You will also find information about the Underground Storage Tank Program, better known as USTs, with which you should already be familiar. If not, do not hesitate to call any of the UST Program contacts for assistance in achieving compliance with those requirements.

If you have any questions at any time please contact our Small Business Assistance Program. They are there to help you. Please take advantage of this resource and all the resources that the Department of Environmental Quality has to offer, many of which can be found at the back of the calendar.

Sincerely,

A handwritten signature in cursive script, reading "Robert G. Burnley".
Robert G. Burnley

DEPARTMENT OF ENVIRONMENTAL QUALITY

Regional Offices

★Valley Regional Office
P.O. Box 3000
Harrisonburg, Virginia 22801
fax (540) 574-7878
(540) 574-7800

★Northern Regional Office
13901 Crown Court
Woodbridge, Virginia 22193
fax (703) 583-3801
(703) 583-3800

● **Fredericksburg Satellite Office**
806 Westwood Office Park
Fredericksburg, VA 22401
fax (540) 899-4647
(540) 899-4600

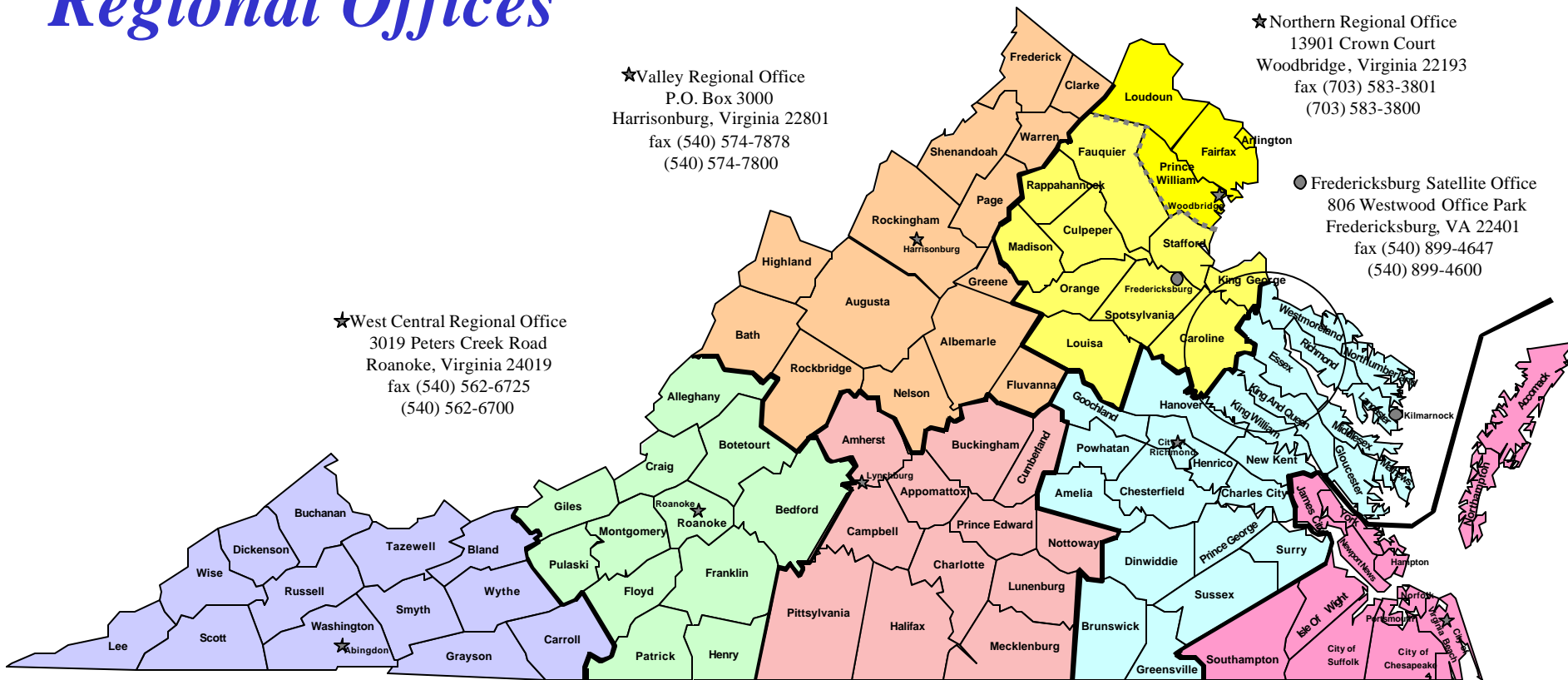
★West Central Regional Office
3019 Peters Creek Road
Roanoke, Virginia 24019
fax (540) 562-6725
(540) 562-6700

★ Southwest Regional Office
355 Deadmore St.
P.O. Box 1688
Abingdon, Virginia 24212
fax (276) 676-4899
(276) 676-4800

★South Central Regional Office
7705 Timberlake Road
Lynchburg, Virginia 24502
fax (434) 582-5125
(434) 582-5120

★ Piedmont Regional Office
4949-A Cox Road
Glen Allen, Virginia 23060
fax (804) 527-5106
(804) 527-5020

★Tidewater Regional Office
5636 Southern Blvd.
Virginia Beach, Virginia 23462
fax (757) 518-2103
(757) 518-2000



What Regulations Apply and What Do I have To Do?

<u>IF</u>	<u>AND</u>	<u>THEN</u>
<p>Your Average Monthly Throughput (AMT) is less than <u>10,000 gallons</u> and has never been <u>10,000 gallons</u> or more since January 1, 1993;</p> <p>Or</p> <p>Your storage tank is less than <u>250 gallons</u> in capacity.</p>	<p>Your station is located in Virginia</p>	<p>Stage I & Stage II regulatory requirements do not apply.</p> <p>(Owners are required to maintain adequate records of average monthly throughputs and furnish these records to DEQ upon request.)</p>
<p>Your AMT is <u>10,000 gallons</u> or more.</p>	<p>Your station is located in:</p> <p>**Arlington County, Alexandria City, Fairfax County, Fairfax City, Loudoun County, Falls Church City, Prince William County, Manassas City, Manassas Park City, Stafford County, Charles City County, Colonial Heights City, Chesterfield County, Hopewell City, Hanover County, Richmond City, Henrico County, Roanoke County, Roanoke City, Salem City, James City County, Poquoson City, York County, Portsmouth City, Chesapeake City, Suffolk City, Hampton City, Virginia Beach City, Newport News City, Williamsburg City, Norfolk City.</p>	<p>You are required to follow Stage I requirements –</p> <p>(See Stage I Fact Sheet)</p>
<p>Your AMT is <u>10,000 gallons</u> or more and <u>50,000 gallons</u> or less.</p> <p>And</p> <p>You as an Owner/Operator are not affiliated with a refinery</p>	<p><u>50% or more</u> of your annual income comes from the sale of gasoline.</p>	<p>You are exempt from Stage II regulatory requirements because you are an Independent Small Business Gasoline Marketer (ISBGM). 9 VAC 5-40-5200 E-3(a) and 9 VAC 5-40-5200F-4(6) (*See ISBGM note below)</p>
<p>Your AMT is <u>10,000 gallons</u> or more and you are not an Independent Small Business Gasoline Marketer (ISBGM)*.</p>	<p>Your station is located in:</p> <p>**Arlington County, Alexandria City, Fairfax County, Fairfax City, Loudoun County, Falls Church City, Prince William County, Manassas City, Manassas Park City, Stafford County, Chesterfield County, Hanover County, Henrico County, Colonial Heights City, Hopewell City, Richmond City, Charles City County.</p>	<p>You are required to follow Stage I and Stage II requirements –</p> <p>(See Stage I & Stage II Fact Sheets)</p> <p style="text-align: center;">9 VAC 5-40-5200 (Rule 4-37)</p>

***Independent Small Business Gasoline Marketer (ISBGM)** is an **exempt status** from Stage II regulatory requirements. The owner has the burden to prove that he is eligible for this exemption. Any owner seeking this exemption, must maintain adequate records of the station's Average Monthly Throughput (AMT) and be able to furnish these records to DEQ upon request. In addition, an **ISBGM Affidavit** must be submitted to DEQ each year with a summary of the **AMT**.

****** See DEQ Regional Map on previous page for a list of corresponding regional offices.

STAGE I VAPOR CONTROL SYSTEM FACT SHEET for TANKS OVER 10,000 GAL.

Stage I Vapor Control System Requirements:

Regulation Citation: 9 VAC 5-40-5220 (E); 9 VAC 5-40-5230 (E)

1. No gasoline from any delivery truck can be transferred into a stationary storage tank unless the tank is equipped with a vapor control system. The vapor control system must be able to remove, destroy, or prevent 90% (by weight) of any discharge of gasoline vapors (volatile organic compound emissions).
2. Before gasoline can be transferred from a delivery truck to the tank the owner must ensure that the vapor control system consists of:
 - A. A submerged fill pipe.
 - B. A vapor recovery system that includes:
 1. A vapor tight return line from the storage container to the tank truck must be connected before gasoline is transferred from the truck to the tank.
 2. Any adsorption or condensation system
 3. A system that has equal to or better control efficiency. This must be approved by DEQ.
 - C. The vapor balancing system must meet the following requirements:
 1. **NO LEAKS** during loading or unloading in the tank truck's pressure vacuum relief valves and hatch covers, the truck tank, the storage tank, or vapor return lines.
 2. Pressure Relief Valves on the storage tank and the tank truck should be **set to release at no less than .7 psi** or at the highest possible pressure allowed by the National Fire Prevention Association of Standards: Standard for Tank Vehicles for Flammable and Combustible Liquids; Flammable and Combustible Liquids Code; Code for Motor Fuel Dispensing Facilities and Repair Garages. (NFPA, Batterymarch Park, Quincy Mass. ([617] 770-3000).
 3. Pressure in the vapor collection lines should not exceed the tank truck pressure relief valve settings.
 4. All loading and vapor lines must be equipped with **fittings which make vapor tight connections** and **which close when disconnected**.

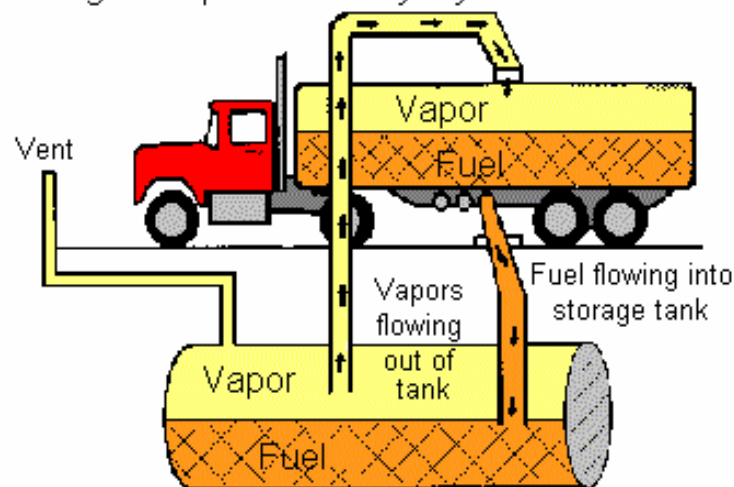
Recommended Daily Check list for Stage I Control Systems:

Regulation Citation: Air Quality Policy 9 (AQP-9)

- ⇒ **Spill buckets clean and dry**
 - Check to make sure no liquid is in the bottom of the basket [bucket], and remove it if present.
 - Check for other foreign debris and have it removed if present.
- ⇒ **Caps locked on with gaskets in place**
Make sure that the locking caps on the fill and vapor tubes are locked in place and that the gasket is in place and secure.
- ⇒ **Fill tube not damaged, bent or loose**
Make sure the UST fittings on the product fill tubes and vapor tubes are secure in place without any sign of damage or leaks.
- ⇒ **Pressure Vacuum (PV) Valves installed, not damaged**
 - Visually inspect PV Valves to see if product vapors are escaping from the vent tubes.
 - Make sure pipes are not bent or damaged, or obstructed by any objects.

Please **DO NOT SMOKE** during daily and monthly inspections!

Stage I Vapor Recovery System



Guard against static discharge during inspections!

STAGE II VAPOR RECOVERY SYSTEM FACT SHEET

Stage II Vapor Recovery System Requirements

Regulation Citation: 9 VAC 5-40-5220 (F); 9 VAC 5-40-5230 (F)

1. Gasoline stations in a designated Stage II area **may not pump** any gasoline into a gas tank of any motor vehicle unless the transfer is made using a certified Stage II Vapor Recovery System. The Vapor Recovery System must be able to remove, destroy, or prevent discharge of at least 95% (by weight) of all gasoline vapors (volatile organic compound emissions).
2. **All Stage II Vapor Recovery Systems must be approved** as described in the conditions found in Air Quality Policy 9 (AQP-9), Procedures for Implementation of Regulations Covering Stage II Vapor Recovery Systems for Gasoline Dispensing Facilities.
3. **AQP-9 requires Stage II Vapor Recovery Systems that use coaxial hoses and vapor check valves in the nozzle or remote vapor check valves to be certified by the California Air Resources Board**. A list of approved systems is available in the appropriate DEQ Regional Office. The use of any dual vapor recovery hoses or remote check valves that would impede the performance of the required functional tests (see below) must be replaced.

Registration:

A facility owner will register the Stage II System with the appropriate DEQ Regional Office **at least 90 days** prior to installation of the equipment. The submittal **must include the equipment specifications**. Use the Facility Registration and Compliance Form. *Copy in the Back Pocket.*

Stage II Vapor Recovery System Requirements

Testing:

1. To ensure the proper functioning of the automatic shut-off mechanisms and flow prohibiting mechanisms, if applicable, the facility must perform the following tests prior to initial operation of the system and before use by the public:
 - a. **Pressure decay/leak test** with a vapor space tie test where applicable.
 - b. **Pressure Drop vs. Flow/Liquid Blockage Test**.
 - c. Ensure **proper functioning** of the automatic nozzle shutoff mechanisms. Alternative tests must be approved by DEQ.
2. Perform a pressure decay/leak test and a pressure drop vs. flow/liquid blockage test at least **every five (5) years**.

Notifications:

1. **No later than 15 days** after initial system testing submit the results of the test to the appropriate Regional DEQ Office.
2. Notify your DEQ Regional Office **at least 2 days prior** to Stage II Vapor Recovery system testing.
3. **Post Operating Instruction Labels** for the vapor recovery system on each gasoline pump. A sample label is included in the back pocket. The Instructions must include:
 - a. The following Statement: This gasoline dispenser is fitted with special nozzles to protect you from breathing gasoline vapors and to reduce air pollution.
 - b. A description of how to correctly dispense gasoline with the particular nozzle on the pump.
 - c. A warning that repeated attempts to pump gasoline after the system has automatically shut off may result in a spill or recirculation of gasoline.
 - d. A telephone number to report problems to the DEQ.

Stage II Vapor Recovery System Requirements

Training:

At least **one FULL TIME** facility employee must be trained and certified in the operation and maintenance of Stage II Vapor Recovery Systems. A trained facility operator can train and certify other employees. Certified training must include:

- the purpose of the vapor recovery system
- the equipment operation
- the maintenance schedules for the equipment
- how to perform daily inspections
- how to record and maintain Stage II Systems information and records.

Inspections:

1. **Perform a daily inspection** of Stage II equipment and pumps. Daily inspections include a visual check of the condition of the nozzles and hoses and proper function of the cutoff mechanisms.
2. A monthly inspection. **Perform the monthly inspection on the last day of the month.** The monthly inspection must include the elements of the daily inspection as well as a check for the following defects:
 - a. A vapor return line that is crimped, flattened, blocked, or that has a hole or slit. Inspect breakaways and swivels.
 - b. A nozzle bellows that has a hole larger than 1/8" or a slit larger than 1/16".
 - c. A nozzle faceplate or facecone that is torn or missing more than 25% of its surface.
 - d. A nozzle without an automatic overfill control mechanism or one that is not operating properly.
 - e. A broken or malfunctioning vapor processing unit-defects of the process unit include:
 1. Leaking return line
 2. Intermittent process interruptions
 3. Low vapor pressure in the return to tank line
 4. Inoperable Stage I control, eg. pressure vacuum vent.

Stage II Vapor Recovery System Requirements

Record Keeping:

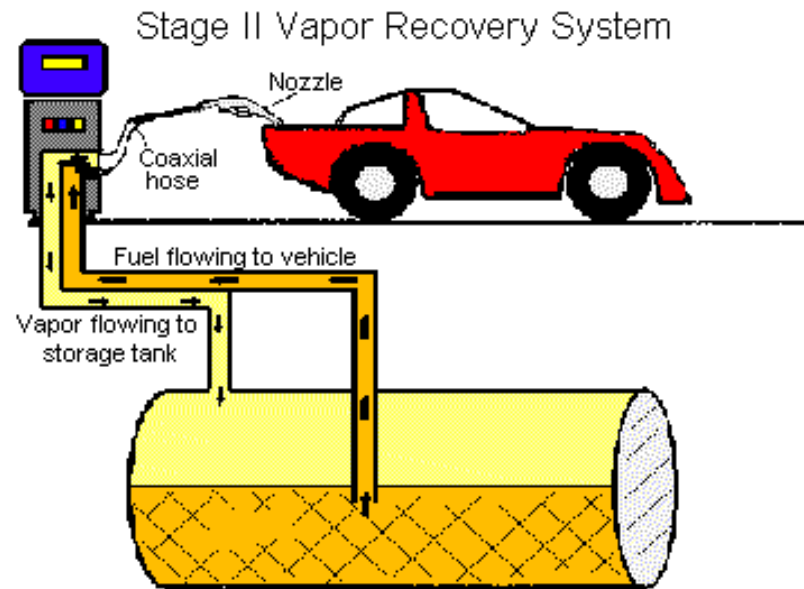
The following **records must be kept at this facility** at all times.

1. **Facility Registration and Compliance Form (FRC)** - Required to be submitted to DEQ when your Stage II Vapor Recovery System was installed. It includes information: facility's name, address, phone number, required signatures, Stage II system information and DEQ information. **If the form was not submitted, COMPLETE and return the form to the appropriate DEQ Regional Office immediately. A Blank copy can be found in back pocket.**
2. Submit an **UPDATED** Facility Registration and Compliance Form when any changes are made at the facility which change any of the information found on the form. The change form should be submitted within 30 days of any change. Submit to the appropriate DEQ Regional Office. **Keep a copy of the most current FRC form on site at all times. Additional blank forms are available upon request.**
3. **Training Certificate** - Keep on file a verification of employee training, such as a certificate of attendance and training from a certified training program, or certified instructor.
4. **Inspection and Maintenance Log** - Record the results of the daily and monthly maintenance inspections. In addition, record any maintenance conducted on any part of the Stage II Vapor Recovery System. This maintenance record should include a general part description and the date repaired or replaced. **Keep all Maintenance records for at least two years.**
5. **Test Results - A copy of the MOST RECENT test result** for the Stage II Vapor Recovery System. Common tests may include, but are not limited to, Pressure Decay/Leak; Dynamic; Liquid Blockage/Wet; Healy Line Vacuum Test; Air to Liquid/Vapor to Liquid.

**** Records, or a copy, must be kept on site and current. They should be kept in a file box or other easily accessible location. There is a pouch provided on the back of the calendar for keeping records. ****

**** Facility employees must be aware of these requirements and know the location of the records. They must be available on request or your facility will be considered out of compliance. ****

Please **DO NOT SMOKE** during daily and monthly inspections!



Guard against static discharge during inspections!

Recommended Daily Inspection Check List for Stage II Dispensers

Pumps

- No signs of vapor or liquid leaks, and approved operating and warning labels are present and visible.

Nozzles:

- Spouts not bent/worn, loose, or leaking
- Vapor Recovery holes clear and unblocked
- Auto shutoff operates correctly
- Nozzle vapor guard if required by your system

Bellows: (if applicable)

- No rips, tears, or loose from nozzle, and faceplate not torn

Hoses:

- No kinks, flat spots, tears, or cuts

Breakaways:

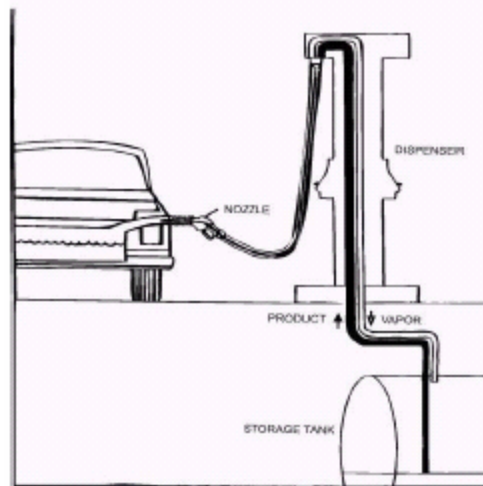
- Secure and tight, with no signs of leaks

Swivels:

- Firmly attached and moves freely and no signs of leaks

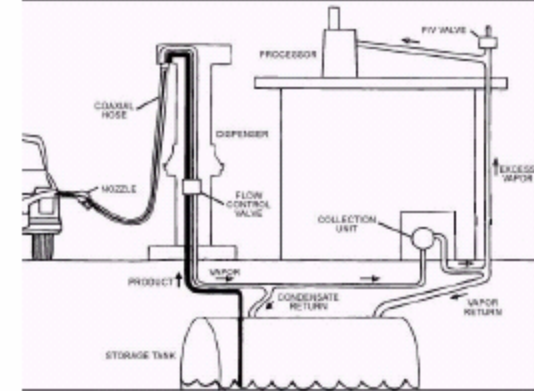
Types of Stage II Hoses & Systems & Poppets

Picture 1. Vapor Balance System



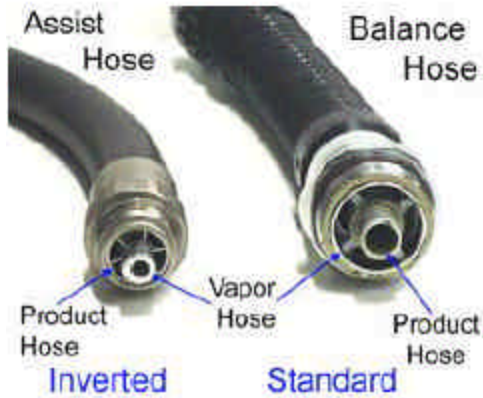
Reprinted with permission from CARB.

Picture 2. Vacuum Assist System



Reprinted with permission from CARB.

Picture 3. Vapor Recovery Hoses



Reprinted with permission from CARB.

POPPETS

CORRECT

This is an example of a properly functioning poppet



Reprinted with permission from CARB

INCORRECT

Poppet valve is stuck in down position and cap is missing.



Reprinted with permission from MD DEP

Examples of Hoses with Problems

INCORRECT

Hose is crimped and has a hole in it.



Reprinted with permission from MD DEP.

INCORRECT

Cracked hose.



Source of Photo Unknown.

INCORRECT

Abrasions present on hose.



Source of Photo Unknown

JANUARY 2006

Is the Facility Registration and Compliance Form (FRC) up to date?

YES NO (circle one)

Is the Training Certificate up to date for a current employee?

YES NO (circle one)

Do you have a copy of your most recent test results on site?

YES NO (circle one)

Monthly Inspections (Performed last working day of each month)

INSPECTION POINT	INSPECTED?	REPAIR?	REPAIR LOGGED ON MAINTENANCE RECORD
STAGE I VAPOR CONTROL SYSTEM* - Underground Storage Tanks			
Spill Containment Buckets Clean and Dry	Y N	Y N	Y N
Caps locked on with gaskets in place	Y N	Y N	Y N
Fill tube/adaptor not damaged or loose	Y N	Y N	Y N
Pressure Vacuum Vent installed, not damaged	Y N	Y N	Y N
STAGE II VAPOR RECOVERY SYSTEM** – Gasoline Dispensing Equipment			
HOSE (S)			
- Hose proper length	Y N	Y N	Y N
- No kinks, flat spots, tears, or cuts	Y N	Y N	Y N
NOZZLE BELLOWS (1/4" rod test)	Y N	Y N	Y N
NOZZLE FACEPLATE/CONE			
- No tears or rips, not loose from nozzle	Y N	Y N	Y N
NOZZLE			
- Auto Shutoff working properly ***	Y N	Y N	Y N
VAPOR PROCESSING UNIT WORKING	Y N	Y N	Y N
STAGE II DECAL ON DISPENSERS	Y N	Y N	Y N

- * For a description of Stage I requirements, including a daily list of inspection points see the Stage I Fact Sheet in this calendar.

****** For a description of Stage II requirements, including a daily list of inspection points see the Stage II Fact Sheet in this calendar.

*** Some local municipal Fire Marshals require that HOLD OPEN LATCHES be removed or disabled.

I certify the monthly inspection results to be accurate.

Date: _____

Name - Print

Name - Signature

[illegible]



Vapor Recovery System Compliance Calendar

January 2006



Virginia Small Business
Assistance Program
"Serving Business and the Environment"

S	M	T	W	T	F	S
1 Daily Inspection <input type="checkbox"/>	2 Daily Inspection <input type="checkbox"/>	3 Daily Inspection <input type="checkbox"/>	4 Daily Inspection <input type="checkbox"/>	5 Daily Inspection <input type="checkbox"/>	6 Daily Inspection <input type="checkbox"/>	7 Daily Inspection <input type="checkbox"/>
8 Daily Inspection <input type="checkbox"/>	9 Daily Inspection <input type="checkbox"/>	10 Daily Inspection <input type="checkbox"/>	11 Daily Inspection <input type="checkbox"/>	12 Daily Inspection <input type="checkbox"/>	13 Daily Inspection <input type="checkbox"/>	14 Daily Inspection <input type="checkbox"/>
15 Daily Inspection <input type="checkbox"/>	16 Daily Inspection <input type="checkbox"/>	17 Daily Inspection <input type="checkbox"/>	18 Daily Inspection <input type="checkbox"/>	19 Daily Inspection <input type="checkbox"/>	20 Daily Inspection <input type="checkbox"/>	21 Daily Inspection <input type="checkbox"/>
22 Daily Inspection <input type="checkbox"/>	23 Daily Inspection <input type="checkbox"/>	24 Daily Inspection <input type="checkbox"/>	25 Daily Inspection <input type="checkbox"/>	26 Daily Inspection <input type="checkbox"/>	27 Daily Inspection <input type="checkbox"/>	28 Daily Inspection <input type="checkbox"/>
29 Daily Inspection <input type="checkbox"/>	30 Daily Inspection <input type="checkbox"/>	31 Monthly Inspection Performed <input type="checkbox"/>				

FEBRUARY 2006

Is the Facility Registration and Compliance Form (FRC) up to date?

YES NO (circle one)

Is the Training Certificate up to date for a current employee?

YES NO (circle one)

Do you have a copy of your most recent test results on site?

YES NO (circle one)

Monthly Inspections (Performed last working day of each month)

INSPECTION POINT	INSPECTED?	REPAIR?	REPAIR LOGGED ON MAINTENANCE RECORD
STAGE I VAPOR CONTROL SYSTEM* - Underground Storage Tanks			
Spill Containment Buckets Clean and Dry	Y N	Y N	Y N
Caps locked on with gaskets in place	Y N	Y N	Y N
Fill tube/adaptor not damaged or loose	Y N	Y N	Y N
Pressure Vacuum Vent installed, not damaged	Y N	Y N	Y N
STAGE II VAPOR RECOVERY SYSTEM** – Gasoline Dispensing Equipment			
HOSE (S)			
- Hose proper length	Y N	Y N	Y N
- No kinks, flat spots, tears, or cuts	Y N	Y N	Y N
NOZZLE BELLOWS (1/4" rod test)	Y N	Y N	Y N
NOZZLE FACEPLATE/CONE			
- No tears or rips, not loose from nozzle	Y N	Y N	Y N
NOZZLE			
- Auto Shutoff working properly ***	Y N	Y N	Y N
VAPOR PROCESSING UNIT WORKING	Y N	Y N	Y N
STAGE II DECAL ON DISPENSERS	Y N	Y N	Y N

- * For a description of Stage I requirements, including a daily list of inspection points see the Stage I Fact Sheet in this calendar.

**** For a description of Stage II requirements, including a daily list of inspection points see the Stage II Fact Sheet in this calendar.**

*** Some local municipal Fire Marshals require that HOLD OPEN LATCHES be removed or disabled.

I certify the monthly inspection results to be accurate.

Date: _____

Name - Print

Name - Signature

[illegible]



Vapor Recovery System Compliance Calendar

February 2006



Virginia Small Business Assistance Program
"Serving Business and the Environment"

S	M	T	W	T	F	S
			1 Daily Inspection <input type="checkbox"/>	2 Daily Inspection <input type="checkbox"/>	3 Daily Inspection <input type="checkbox"/>	4 Daily Inspection <input type="checkbox"/>
5 Daily Inspection <input type="checkbox"/>	6 Daily Inspection <input type="checkbox"/>	7 Daily Inspection <input type="checkbox"/>	8 Daily Inspection <input type="checkbox"/>	9 Daily Inspection <input type="checkbox"/>	10 Daily Inspection <input type="checkbox"/>	11 Daily Inspection <input type="checkbox"/>
12 Daily Inspection <input type="checkbox"/>	13 Daily Inspection <input type="checkbox"/>	14 Daily Inspection <input type="checkbox"/>	15 Daily Inspection <input type="checkbox"/>	16 Daily Inspection <input type="checkbox"/>	17 Daily Inspection <input type="checkbox"/>	18 Daily Inspection <input type="checkbox"/>
19 Daily Inspection <input type="checkbox"/>	20 Daily Inspection <input type="checkbox"/>	21 Daily Inspection <input type="checkbox"/>	22 Daily Inspection <input type="checkbox"/>	23 Daily Inspection <input type="checkbox"/>	24 Daily Inspection <input type="checkbox"/>	25 Daily Inspection <input type="checkbox"/>
26 Daily Inspection <input type="checkbox"/>	27 Daily Inspection <input type="checkbox"/>	28 Monthly Inspection Performed <input type="checkbox"/>				

MARCH 2006

Is the Training Certificate up to date for a current employee?

YES NO (circle one)

YES NO (circle one)

Monthly Inspections (Performed last working day of each month)

INSPECTION POINT	INSPECTED?	REPAIR?	REPAIR LOGGED ON MAINTENANCE RECORD
STAGE I VAPOR CONTROL SYSTEM* - Underground Storage Tanks			
Spill Containment Buckets Clean and Dry	Y N	Y N	Y N
Caps locked on with gaskets in place	Y N	Y N	Y N
Fill tube/adaptor not damaged or loose	Y N	Y N	Y N
Pressure Vacuum Vent installed, not damaged	Y N	Y N	Y N
STAGE II VAPOR RECOVERY SYSTEM** -- Gasoline Dispensing Equipment			
HOSE (S)			
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NOZZLE FACEPLATE/CONE			
- No tears or rips, not loose from nozzle	Y N	Y N	Y N
NOZZLE			
- Auto Shutoff working properly ***	Y N	Y N	Y N
VAPOR PROCESSING UNIT WORKING	Y N	Y N	Y N
STAGE II DECAL ON DISPENSERS	Y N	Y N	Y N

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**** For a description of Stage II requirements, including a daily list of inspection points see the Stage II Fact Sheet in this calendar.**

*** Some local municipal Fire Marshals require that HOLD OPEN LATCHES be removed or disabled.

Date: _____

Name - Signature

[illegible]



Vapor Recovery System Compliance Calendar

March 2006



Virginia Small Business Assistance Program
"Serving Business and the Environment"

S	M	T	W	T	F	S
			1 Daily Inspection <input type="checkbox"/>	2 Daily Inspection <input type="checkbox"/>	3 Daily Inspection <input type="checkbox"/>	4 Daily Inspection <input type="checkbox"/>
5 Daily Inspection <input type="checkbox"/>	6 Daily Inspection <input type="checkbox"/>	7 Daily Inspection <input type="checkbox"/>	8 Daily Inspection <input type="checkbox"/>	9 Daily Inspection <input type="checkbox"/>	10 Daily Inspection <input type="checkbox"/>	11 Daily Inspection <input type="checkbox"/>
12 Daily Inspection <input type="checkbox"/>	13 Daily Inspection <input type="checkbox"/>	14 Daily Inspection <input type="checkbox"/>	15 Daily Inspection <input type="checkbox"/>	16 Daily Inspection <input type="checkbox"/>	17 Daily Inspection <input type="checkbox"/>	18 Daily Inspection <input type="checkbox"/>
19 Daily Inspection <input type="checkbox"/>	20 Daily Inspection <input type="checkbox"/>	21 Daily Inspection <input type="checkbox"/>	22 Daily Inspection <input type="checkbox"/>	23 Daily Inspection <input type="checkbox"/>	24 Daily Inspection <input type="checkbox"/>	25 Daily Inspection <input type="checkbox"/>
26 Daily Inspection <input type="checkbox"/>	27 Daily Inspection <input type="checkbox"/>	28 Daily Inspection <input type="checkbox"/>	29 Daily Inspection <input type="checkbox"/>	30 Daily Inspection <input type="checkbox"/>	31 Monthly Inspection Performed <input type="checkbox"/>	

APRIL 2006

Is the Facility Registration and Compliance Form (FRC) up to date?

YES NO (circle one)

Is the Training Certificate up to date for a current employee?

YES NO (circle one)

Do you have a copy of your most recent test results on site?

YES NO (circle one)

Monthly Inspections (Performed last working day of each month)

INSPECTION POINT	INSPECTED?	REPAIR?	REPAIR LOGGED ON MAINTENANCE RECORD
STAGE I VAPOR CONTROL SYSTEM* - Underground Storage Tanks			
Spill Containment Buckets Clean and Dry	Y N	Y N	Y N
Caps locked on with gaskets in place	Y N	Y N	Y N
Fill tube/adaptor not damaged or loose	Y N	Y N	Y N
Pressure Vacuum Vent installed, not damaged	Y N	Y N	Y N
STAGE II VAPOR RECOVERY SYSTEM** -- Gasoline Dispensing Equipment			
HOSE (S)			
- Hose proper length	Y N	Y N	Y N
- No kinks, flat spots, tears, or cuts	Y N	Y N	Y N
NOZZLE BELLOWS (1/4" rod test)	Y N	Y N	Y N
NOZZLE FACEPLATE/CONE			
- No tears or rips, not loose from nozzle	Y N	Y N	Y N
NOZZLE			
- Auto Shutoff working properly ***	Y N	Y N	Y N
VAPOR PROCESSING UNIT WORKING	Y N	Y N	Y N
STAGE II DECAL ON DISPENSERS	Y N	Y N	Y N

* For a description of Stage I requirements, including a daily list of inspection points see the Stage I Fact Sheet in this calendar.

**** For a description of Stage II requirements, including a daily list of inspection points see the Stage II Fact Sheet in this calendar.**

*** Some local municipal Fire Marshals require that HOLD OPEN LATCHES be removed or disabled.

I certify the monthly inspection results to be accurate.

Date: _____

Name - Print

Name - Signature

[illegible]



Vapor Recovery System Compliance Calendar

April 2006



Virginia Small Business
Assistance Program
“Serving Business and the Environment”

S	M	T	W	T	F	S
						1 Daily Inspection <input type="checkbox"/>
2 Daily Inspection <input type="checkbox"/>	3 Daily Inspection <input type="checkbox"/>	4 Daily Inspection <input type="checkbox"/>	5 Daily Inspection <input type="checkbox"/>	6 Daily Inspection <input type="checkbox"/>	7 Daily Inspection <input type="checkbox"/>	8 Daily Inspection <input type="checkbox"/>
9 Daily Inspection <input type="checkbox"/>	10 Daily Inspection <input type="checkbox"/>	11 Daily Inspection <input type="checkbox"/>	12 Daily Inspection <input type="checkbox"/>	13 Daily Inspection <input type="checkbox"/>	14 Daily Inspection <input type="checkbox"/>	15 Daily Inspection <input type="checkbox"/>
16 Daily Inspection <input type="checkbox"/>	17 Daily Inspection <input type="checkbox"/>	18 Daily Inspection <input type="checkbox"/>	19 Daily Inspection <input type="checkbox"/>	20 Daily Inspection <input type="checkbox"/>	21 Daily Inspection <input type="checkbox"/>	22 Daily Inspection <input type="checkbox"/>
23 Daily Inspection <input type="checkbox"/>	24 Daily Inspection <input type="checkbox"/>	25 Daily Inspection <input type="checkbox"/>	26 Daily Inspection <input type="checkbox"/>	27 Daily Inspection <input type="checkbox"/>	28 Daily Inspection <input type="checkbox"/>	29 Daily Inspection <input type="checkbox"/>
30 Monthly Inspection Performed <input type="checkbox"/>						

MAY 2006

Is the Facility Registration and Compliance Form (FRC) up to date?

YES NO (circle one)

Is the Training Certificate up to date for a current employee?

YES NO (circle one)

Do you have a copy of your most recent test results on site?

YES NO (circle one)

Monthly Inspections (Performed last working day of each month)

INSPECTION POINT	INSPECTED?	REPAIR?	REPAIR LOGGED ON MAINTENANCE RECORD
STAGE I VAPOR CONTROL SYSTEM* - Underground Storage Tanks			
Spill Containment Buckets Clean and Dry	Y N	Y N	Y N
Caps locked on with gaskets in place	Y N	Y N	Y N
Fill tube/adaptor not damaged or loose	Y N	Y N	Y N
Pressure Vacuum Vent installed, not damaged	Y N	Y N	Y N
STAGE II VAPOR RECOVERY SYSTEM** -- Gasoline Dispensing Equipment			
HOSE (S)			
- Hose proper length	Y N	Y N	Y N
- No kinks, flat spots, tears, or cuts	Y N	Y N	Y N
NOZZLE BELLOWS (1/4" rod test)	Y N	Y N	Y N
NOZZLE FACEPLATE/CONE			
- No tears or rips, not loose from nozzle	Y N	Y N	Y N
NOZZLE			
- Auto Shutoff working properly ***	Y N	Y N	Y N
VAPOR PROCESSING UNIT WORKING	Y N	Y N	Y N
STAGE II DECAL ON DISPENSERS	Y N	Y N	Y N

* For a description of Stage I requirements, including a daily list of inspection points see the Stage I Fact Sheet in this calendar.

**** For a description of Stage II requirements, including a daily list of inspection points see the Stage II Fact Sheet in this calendar.**

*** Some local municipal Fire Marshals require that HOLD OPEN LATCHES be removed or disabled.

I certify the monthly inspection results to be accurate.

Date: _____

Name - Print

Name - Signature

[illegible]



Vapor Recovery System Compliance Calendar

May 2006



Virginia Small Business
Assistance Program
“Serving Business and the Environment”

S	M	T	W	T	F	S
	1 Daily Inspection <input type="checkbox"/>	2 Daily Inspection <input type="checkbox"/>	3 Daily Inspection <input type="checkbox"/>	4 Daily Inspection <input type="checkbox"/>	5 Daily Inspection <input type="checkbox"/>	6 Daily Inspection <input type="checkbox"/>
7 Daily Inspection <input type="checkbox"/>	8 Daily Inspection <input type="checkbox"/>	9 Daily Inspection <input type="checkbox"/>	10 Daily Inspection <input type="checkbox"/>	11 Daily Inspection <input type="checkbox"/>	12 Daily Inspection <input type="checkbox"/>	13 Daily Inspection <input type="checkbox"/>
14 Daily Inspection <input type="checkbox"/>	15 Daily Inspection <input type="checkbox"/>	16 Daily Inspection <input type="checkbox"/>	17 Daily Inspection <input type="checkbox"/>	18 Daily Inspection <input type="checkbox"/>	19 Daily Inspection <input type="checkbox"/>	20 Daily Inspection <input type="checkbox"/>
21 Daily Inspection <input type="checkbox"/>	22 Daily Inspection <input type="checkbox"/>	23 Daily Inspection <input type="checkbox"/>	24 Daily Inspection <input type="checkbox"/>	25 Daily Inspection <input type="checkbox"/>	26 Daily Inspection <input type="checkbox"/>	27 Daily Inspection <input type="checkbox"/>
28 Daily Inspection <input type="checkbox"/>	29 Daily Inspection <input type="checkbox"/>	30 Daily Inspection <input type="checkbox"/>	31 Monthly Inspection Performed <input type="checkbox"/>			

JUNE 2006

Is the Facility Registration and Compliance Form (FRC) up to date?

YES NO (circle one)

Is the Training Certificate up to date for a current employee?

YES NO (circle one)

Do you have a copy of your most recent test results on site?

YES NO (circle one)

Monthly Inspections (Performed last working day of each month)

INSPECTION POINT	INSPECTED?	REPAIR?	REPAIR LOGGED ON MAINTENANCE RECORD
STAGE I VAPOR CONTROL SYSTEM* - Underground Storage Tanks			
Spill Containment Buckets Clean and Dry	Y N	Y N	Y N
Caps locked on with gaskets in place	Y N	Y N	Y N
Fill tube/adaptor not damaged or loose	Y N	Y N	Y N
Pressure Vacuum Vent installed, not damaged	Y N	Y N	Y N
STAGE II VAPOR RECOVERY SYSTEM** – Gasoline Dispensing Equipment			
HOSE (S)			
- Hose proper length	Y N	Y N	Y N
- No kinks, flat spots, tears, or cuts	Y N	Y N	Y N
NOZZLE BELLOWS (1/4" rod test)	Y N	Y N	Y N
NOZZLE FACEPLATE/CONE			
- No tears or rips, not loose from nozzle	Y N	Y N	Y N
NOZZLE			
- Auto Shutoff working properly ***	Y N	Y N	Y N
VAPOR PROCESSING UNIT WORKING	Y N	Y N	Y N
STAGE II DECAL ON DISPENSERS	Y N	Y N	Y N

* For a description of Stage I requirements, including a daily list of inspection points see the Stage I Fact Sheet in this calendar.

**** For a description of Stage II requirements, including a daily list of inspection points see the Stage II Fact Sheet in this calendar.**

*** Some local municipal Fire Marshals require that HOLD OPEN LATCHES be removed or disabled.

I certify the monthly inspection results to be accurate.

Date: _____

Name - Print

Name - Signature

[illegible]



Vapor Recovery System Compliance Calendar

June 2006



Virginia Small Business
Assistance Program
“Serving Business and the Environment”

S	M	T	W	T	F	S
				1 Daily Inspection <input type="checkbox"/>	2 Daily Inspection <input type="checkbox"/>	3 Daily Inspection <input type="checkbox"/>
4 Daily Inspection <input type="checkbox"/>	5 Daily Inspection <input type="checkbox"/>	6 Daily Inspection <input type="checkbox"/>	7 Daily Inspection <input type="checkbox"/>	8 Daily Inspection <input type="checkbox"/>	9 Daily Inspection <input type="checkbox"/>	10 Daily Inspection <input type="checkbox"/>
11 Daily Inspection <input type="checkbox"/>	12 Daily Inspection <input type="checkbox"/>	13 Daily Inspection <input type="checkbox"/>	14 Daily Inspection <input type="checkbox"/>	15 Daily Inspection <input type="checkbox"/>	16 Daily Inspection <input type="checkbox"/>	17 Daily Inspection <input type="checkbox"/>
18 Daily Inspection <input type="checkbox"/>	19 Daily Inspection <input type="checkbox"/>	20 Daily Inspection <input type="checkbox"/>	21 Daily Inspection <input type="checkbox"/>	22 Daily Inspection <input type="checkbox"/>	23 Daily Inspection <input type="checkbox"/>	24 Daily Inspection <input type="checkbox"/>
25 Daily Inspection <input type="checkbox"/>	26 Daily Inspection <input type="checkbox"/>	27 Daily Inspection <input type="checkbox"/>	28 Daily Inspection <input type="checkbox"/>	29 Daily Inspection <input type="checkbox"/>	30 Monthly Inspection Performed <input type="checkbox"/>	

JULY 2006

Is the Training Certificate up to date for a current employee?

YES NO (circle one)

YES NO (circle one)

Monthly Inspections (Performed last working day of each month)

INSPECTION POINT	INSPECTED?	REPAIR?	REPAIR LOGGED ON MAINTENANCE RECORD
STAGE I VAPOR CONTROL SYSTEM* - Underground Storage Tanks			
Spill Containment Buckets Clean and Dry	Y N	Y N	Y N
Caps locked on with gaskets in place	Y N	Y N	Y N
Fill tube/adaptor not damaged or loose	Y N	Y N	Y N
Pressure Vacuum Vent installed, not damaged	Y N	Y N	Y N
STAGE II VAPOR RECOVERY SYSTEM** -- Gasoline Dispensing Equipment			
HOSE (S)			
- Hose proper length	Y N	Y N	Y N
- No kinks, flat spots, tears, or cuts	Y N	Y N	Y N
NOZZLE BELLOWS (1/4" rod test)	Y N	Y N	Y N
NOZZLE FACEPLATE/CONE			
- No tears or rips, not loose from nozzle	Y N	Y N	Y N
NOZZLE			
- Auto Shutoff working properly ***	Y N	Y N	Y N
VAPOR PROCESSING UNIT WORKING	Y N	Y N	Y N
STAGE II DECAL ON DISPENSERS	Y N	Y N	Y N

* For a description of Stage I requirements, including a daily list of inspection points see the Stage I Fact Sheet in this calendar.

**** For a description of Stage II requirements, including a daily list of inspection points see the Stage II Fact Sheet in this calendar.**

*** Some local municipal Fire Marshals require that HOLD OPEN LATCHES be removed or disabled.

I certify the monthly inspection results to be accurate.

Date: _____

Name - Print

Name - Signature

[illegible]



Vapor Recovery System Compliance Calendar

July 2006



Virginia Small Business
Assistance Program
"Serving Business and the Environment"

S	M	T	W	T	F	S
						1 Daily Inspection <input type="checkbox"/>
2 Daily Inspection <input type="checkbox"/>	3 Daily Inspection <input type="checkbox"/>	4 Daily Inspection <input type="checkbox"/>	5 Daily Inspection <input type="checkbox"/>	6 Daily Inspection <input type="checkbox"/>	7 Daily Inspection <input type="checkbox"/>	8 Daily Inspection <input type="checkbox"/>
9 Daily Inspection <input type="checkbox"/>	10 Daily Inspection <input type="checkbox"/>	11 Daily Inspection <input type="checkbox"/>	12 Daily Inspection <input type="checkbox"/>	13 Daily Inspection <input type="checkbox"/>	14 Daily Inspection <input type="checkbox"/>	15 Daily Inspection <input type="checkbox"/>
16 Daily Inspection <input type="checkbox"/>	17 Daily Inspection <input type="checkbox"/>	18 Daily Inspection <input type="checkbox"/>	19 Daily Inspection <input type="checkbox"/>	20 Daily Inspection <input type="checkbox"/>	21 Daily Inspection <input type="checkbox"/>	22 Daily Inspection <input type="checkbox"/>
23 Daily Inspection <input type="checkbox"/>	24 Daily Inspection <input type="checkbox"/>	25 Daily Inspection <input type="checkbox"/>	26 Daily Inspection <input type="checkbox"/>	27 Daily Inspection <input type="checkbox"/>	28 Daily Inspection <input type="checkbox"/>	29 Daily Inspection <input type="checkbox"/>
30 Daily Inspection <input type="checkbox"/>	31 Monthly Inspection Done <input type="checkbox"/>					

AUGUST 2006

Is the Facility Registration and Compliance Form (FRC) up to date?

YES NO (circle one)

Is the Training Certificate up to date for a current employee?

YES NO (circle one)

Do you have a copy of your most recent test results on site?

YES NO (circle one)

Monthly Inspections (Performed last working day of each month)

INSPECTION POINT	INSPECTED?	REPAIR?	REPAIR LOGGED ON MAINTENANCE RECORD
STAGE I VAPOR CONTROL SYSTEM* - Underground Storage Tanks			
Spill Containment Buckets Clean and Dry	Y N	Y N	Y N
Caps locked on with gaskets in place	Y N	Y N	Y N
Fill tube/adaptor not damaged or loose	Y N	Y N	Y N
Pressure Vacuum Vent installed, not damaged	Y N	Y N	Y N
STAGE II VAPOR RECOVERY SYSTEM** -- Gasoline Dispensing Equipment			
HOSE (S)			
- Hose proper length	Y N	Y N	Y N
- No kinks, flat spots, tears, or cuts	Y N	Y N	Y N
NOZZLE BELLOWS (1/4" rod test)	Y N	Y N	Y N
NOZZLE FACEPLATE/CONE			
- No tears or rips, not loose from nozzle	Y N	Y N	Y N
NOZZLE			
- Auto Shutoff working properly ***	Y N	Y N	Y N
VAPOR PROCESSING UNIT WORKING	Y N	Y N	Y N
STAGE II DECAL ON DISPENSERS	Y N	Y N	Y N

* For a description of Stage I requirements, including a daily list of inspection points see the Stage I Fact Sheet in this calendar.

**** For a description of Stage II requirements, including a daily list of inspection points see the Stage II Fact Sheet in this calendar.**

*** Some local municipal Fire Marshals require that HOLD OPEN LATCHES be removed or disabled.

I certify the monthly inspection results to be accurate.

Date: _____

Name - Print

Name - Signature

[illegible]



Vapor Recovery System Compliance Calendar

August 2006



Virginia Small Business
Assistance Program
“Serving Business and the Environment”

S	M	T	W	T	F	S
		1 Daily Inspection <input type="checkbox"/>	2 Daily Inspection <input type="checkbox"/>	3 Daily Inspection <input type="checkbox"/>	4 Daily Inspection <input type="checkbox"/>	5 Daily Inspection <input type="checkbox"/>
6 Daily Inspection <input type="checkbox"/>	7 Daily Inspection <input type="checkbox"/>	8 Daily Inspection <input type="checkbox"/>	9 Daily Inspection <input type="checkbox"/>	10 Daily Inspection <input type="checkbox"/>	11 Daily Inspection <input type="checkbox"/>	12 Daily Inspection <input type="checkbox"/>
13 Daily Inspection <input type="checkbox"/>	14 Daily Inspection <input type="checkbox"/>	15 Daily Inspection <input type="checkbox"/>	16 Daily Inspection <input type="checkbox"/>	17 Daily Inspection <input type="checkbox"/>	18 Daily Inspection <input type="checkbox"/>	19 Daily Inspection <input type="checkbox"/>
20 Daily Inspection <input type="checkbox"/>	21 Daily Inspection <input type="checkbox"/>	22 Daily Inspection <input type="checkbox"/>	23 Daily Inspection <input type="checkbox"/>	24 Daily Inspection <input type="checkbox"/>	25 Daily Inspection <input type="checkbox"/>	26 Daily Inspection <input type="checkbox"/>
27 Daily Inspection <input type="checkbox"/>	28 Daily Inspection <input type="checkbox"/>	29 Daily Inspection <input type="checkbox"/>	30 Daily Inspection <input type="checkbox"/>	31 Monthly Inspection Performed <input type="checkbox"/>		

SEPTEMBER 2006

Is the Facility Registration and Compliance Form (FRC) up to date?

YES NO (circle one)

Is the Training Certificate up to date for a current employee?

YES NO (circle one)

Do you have a copy of your most recent test results on site?

YES NO (circle one)

Monthly Inspections (Performed last working day of each month)

INSPECTION POINT	INSPECTED?	REPAIR?	REPAIR LOGGED ON MAINTENANCE RECORD
STAGE I VAPOR CONTROL SYSTEM* - Underground Storage Tanks			
Spill Containment Buckets Clean and Dry	Y N	Y N	Y N
Caps locked on with gaskets in place	Y N	Y N	Y N
Fill tube/adaptor not damaged or loose	Y N	Y N	Y N
Pressure Vacuum Vent installed, not damaged	Y N	Y N	Y N
STAGE II VAPOR RECOVERY SYSTEM** -- Gasoline Dispensing Equipment			
HOSE (S)			
- Hose proper length	Y N	Y N	Y N
- No kinks, flat spots, tears, or cuts	Y N	Y N	Y N
NOZZLE BELLOWS (1/4" rod test)	Y N	Y N	Y N
NOZZLE FACEPLATE/CONE			
- No tears or rips, not loose from nozzle	Y N	Y N	Y N
NOZZLE			
- Auto Shutoff working properly ***	Y N	Y N	Y N
VAPOR PROCESSING UNIT WORKING	Y N	Y N	Y N
STAGE II DECAL ON DISPENSERS	Y N	Y N	Y N

* For a description of Stage I requirements, including a daily list of inspection points see the Stage I Fact Sheet in this calendar.

****** For a description of Stage II requirements, including a daily list of inspection points see the Stage II Fact Sheet in this calendar.

*** Some local municipal Fire Marshals require that HOLD OPEN LATCHES be removed or disabled.

I certify the monthly inspection results to be accurate.

Date: _____

Name - Print

Name - Signature

[illegible]



Vapor Recovery System Compliance Calendar

September 2006



Virginia Small Business
Assistance Program
"Serving Business and the Environment"

S	M	T	W	T	F	S
					1 Daily Inspection <input type="checkbox"/>	2 Daily Inspection <input type="checkbox"/>
3 Daily Inspection <input type="checkbox"/>	4 Daily Inspection <input type="checkbox"/>	5 Daily Inspection <input type="checkbox"/>	6 Daily Inspection <input type="checkbox"/>	7 Daily Inspection <input type="checkbox"/>	8 Daily Inspection <input type="checkbox"/>	9 Daily Inspection <input type="checkbox"/>
10 Daily Inspection <input type="checkbox"/>	11 Daily Inspection <input type="checkbox"/>	12 Daily Inspection <input type="checkbox"/>	13 Daily Inspection <input type="checkbox"/>	14 Daily Inspection <input type="checkbox"/>	15 Daily Inspection <input type="checkbox"/>	16 Daily Inspection <input type="checkbox"/>
17 Daily Inspection <input type="checkbox"/>	18 Daily Inspection <input type="checkbox"/>	19 Daily Inspection <input type="checkbox"/>	20 Daily Inspection <input type="checkbox"/>	21 Daily Inspection <input type="checkbox"/>	22 Daily Inspection <input type="checkbox"/>	23 Daily Inspection <input type="checkbox"/>
24 Daily Inspection <input type="checkbox"/>	25 Daily Inspection <input type="checkbox"/>	26 Daily Inspection <input type="checkbox"/>	27 Daily Inspection <input type="checkbox"/>	28 Daily Inspection <input type="checkbox"/>	29 Daily Inspection <input type="checkbox"/>	30 Monthly Inspection Performed <input type="checkbox"/>

OCTOBER 2006

Is the Facility Registration and Compliance Form (FRC) up to date?

YES NO (circle one)

Is the Training Certificate up to date for a current employee?

YES NO (circle one)

Do you have a copy of your most recent test results on site?

YES NO (circle one)

Monthly Inspections (Performed last working day of each month)

INSPECTION POINT	INSPECTED?	REPAIR?	REPAIR LOGGED ON MAINTENANCE RECORD
STAGE I VAPOR CONTROL SYSTEM* - Underground Storage Tanks			
Spill Containment Buckets Clean and Dry	Y N	Y N	Y N
Caps locked on with gaskets in place	Y N	Y N	Y N
Fill tube/adaptor not damaged or loose	Y N	Y N	Y N
Pressure Vacuum Vent installed, not damaged	Y N	Y N	Y N
STAGE II VAPOR RECOVERY SYSTEM** -- Gasoline Dispensing Equipment			
HOSE (S)			
- Hose proper length	Y N	Y N	Y N
- No kinks, flat spots, tears, or cuts	Y N	Y N	Y N
NOZZLE BELLOWS (1/4" rod test)	Y N	Y N	Y N
NOZZLE FACEPLATE/CONE			
- No tears or rips, not loose from nozzle	Y N	Y N	Y N
NOZZLE			
- Auto Shutoff working properly ***	Y N	Y N	Y N
VAPOR PROCESSING UNIT WORKING	Y N	Y N	Y N
STAGE II DECAL ON DISPENSERS	Y N	Y N	Y N

* For a description of Stage I requirements, including a daily list of inspection points see the Stage I Fact Sheet in this calendar.

**** For a description of Stage II requirements, including a daily list of inspection points see the Stage II Fact Sheet in this calendar.**

*** Some local municipal Fire Marshals require that HOLD OPEN LATCHES be removed or disabled.

I certify the monthly inspection results to be accurate.

Date: _____

Name - Print

Name - Signature

[illegible]



Vapor Recovery System Compliance Calendar

October 2006



Virginia Small Business
Assistance Program
“Serving Business and the Environment”

S	M	T	W	T	F	S
1 Daily Inspection <input type="checkbox"/>	2 Daily Inspection <input type="checkbox"/>	3 Daily Inspection <input type="checkbox"/>	4 Daily Inspection <input type="checkbox"/>	5 Daily Inspection <input type="checkbox"/>	6 Daily Inspection <input type="checkbox"/>	7 Daily Inspection <input type="checkbox"/>
8 Daily Inspection <input type="checkbox"/>	9 Daily Inspection <input type="checkbox"/>	10 Daily Inspection <input type="checkbox"/>	11 Daily Inspection <input type="checkbox"/>	12 Daily Inspection <input type="checkbox"/>	13 Daily Inspection <input type="checkbox"/>	14 Daily Inspection <input type="checkbox"/>
15 Daily Inspection <input type="checkbox"/>	16 Daily Inspection <input type="checkbox"/>	17 Daily Inspection <input type="checkbox"/>	18 Daily Inspection <input type="checkbox"/>	19 Daily Inspection <input type="checkbox"/>	20 Daily Inspection <input type="checkbox"/>	21 Daily Inspection <input type="checkbox"/>
22 Daily Inspection <input type="checkbox"/>	23 Daily Inspection <input type="checkbox"/>	24 Daily Inspection <input type="checkbox"/>	25 Daily Inspection <input type="checkbox"/>	26 Daily Inspection <input type="checkbox"/>	27 Daily Inspection <input type="checkbox"/>	28 Daily Inspection <input type="checkbox"/>
29 Daily Inspection <input type="checkbox"/>	30 Daily Inspection <input type="checkbox"/>	31 Monthly Inspection Performed <input type="checkbox"/>				

NOVEMBER 2006

Is the Facility Registration and Compliance Form (FRC) up to date?

YES NO (circle one)

Is the Training Certificate up to date for a current employee?

YES NO (circle one)

Do you have a copy of your most recent test results on site?

YES NO (circle one)

Monthly Inspections (Performed last working day of each month)

INSPECTION POINT	INSPECTED?	REPAIR?	REPAIR LOGGED ON MAINTENANCE RECORD
STAGE I VAPOR CONTROL SYSTEM* - Underground Storage Tanks			
Spill Containment Buckets Clean and Dry	Y N	Y N	Y N
Caps locked on with gaskets in place	Y N	Y N	Y N
Fill tube/adaptor not damaged or loose	Y N	Y N	Y N
Pressure Vacuum Vent installed, not damaged	Y N	Y N	Y N
STAGE II VAPOR RECOVERY SYSTEM** -- Gasoline Dispensing Equipment			
HOSE (S)			
- Hose proper length	Y N	Y N	Y N
- No kinks, flat spots, tears, or cuts	Y N	Y N	Y N
NOZZLE BELLOWS (1/4" rod test)	Y N	Y N	Y N
NOZZLE FACEPLATE/CONE			
- No tears or rips, not loose from nozzle	Y N	Y N	Y N
NOZZLE			
- Auto Shutoff working properly ***	Y N	Y N	Y N
VAPOR PROCESSING UNIT WORKING	Y N	Y N	Y N
STAGE II DECAL ON DISPENSERS	Y N	Y N	Y N

* For a description of Stage I requirements, including a daily list of inspection points see the Stage I Fact Sheet in this calendar.

****** For a description of Stage II requirements, including a daily list of inspection points see the Stage II Fact Sheet in this calendar.

*** Some local municipal Fire Marshals require that HOLD OPEN LATCHES be removed or disabled.

I certify the monthly inspection results to be accurate.

Date: _____

Name - Print

Name - Signature

[illegible]



Vapor Recovery System Compliance Calendar

November 2006



Virginia Small Business
Assistance Program
"Serving Business and the Environment"

S	M	T	W	T	F	S
			1 Daily Inspection <input type="checkbox"/>	2 Daily Inspection <input type="checkbox"/>	3 Daily Inspection <input type="checkbox"/>	4 Daily Inspection <input type="checkbox"/>
5 Daily Inspection <input type="checkbox"/>	6 Daily Inspection <input type="checkbox"/>	7 Daily Inspection <input type="checkbox"/>	8 Daily Inspection <input type="checkbox"/>	9 Daily Inspection <input type="checkbox"/>	10 Daily Inspection <input type="checkbox"/>	11 Daily Inspection <input type="checkbox"/>
12 Daily Inspection <input type="checkbox"/>	13 Daily Inspection <input type="checkbox"/>	14 Daily Inspection <input type="checkbox"/>	15 Daily Inspection <input type="checkbox"/>	16 Daily Inspection <input type="checkbox"/>	17 Daily Inspection <input type="checkbox"/>	18 Daily Inspection <input type="checkbox"/>
19 Daily Inspection <input type="checkbox"/>	20 Daily Inspection <input type="checkbox"/>	21 Daily Inspection <input type="checkbox"/>	22 Daily Inspection <input type="checkbox"/>	23 Daily Inspection <input type="checkbox"/>	24 Daily Inspection <input type="checkbox"/>	25 Daily Inspection <input type="checkbox"/>
26 Daily Inspection <input type="checkbox"/>	27 Daily Inspection <input type="checkbox"/>	28 Daily Inspection <input type="checkbox"/>	29 Daily Inspection <input type="checkbox"/>	30 Monthly Inspection Performed <input type="checkbox"/>		

DECEMBER 2006

Is the Training Certificate up to date for a current employee?

YES NO (circle one)

YES NO (circle one)

Monthly Inspections (Performed last working day of each month)

INSPECTION POINT	INSPECTED?	REPAIR?	REPAIR LOGGED ON MAINTENANCE RECORD
STAGE I VAPOR CONTROL SYSTEM* - Underground Storage Tanks			
Spill Containment Buckets Clean and Dry	Y N	Y N	Y N
Caps locked on with gaskets in place	Y N	Y N	Y N
Fill tube/adaptor not damaged or loose	Y N	Y N	Y N
Pressure Vacuum Vent installed, not damaged	Y N	Y N	Y N
STAGE II VAPOR RECOVERY SYSTEM** – Gasoline Dispensing Equipment			
HOSE (S)			
- Hose proper length	Y N	Y N	Y N
- No kinks, flat spots, tears, or cuts	Y N	Y N	Y N
NOZZLE BELLOWS (1/4" rod test)	Y N	Y N	Y N
NOZZLE FACEPLATE/CONE			
- No tears or rips, not loose from nozzle	Y N	Y N	Y N
NOZZLE			
- Auto Shutoff working properly ***	Y N	Y N	Y N
VAPOR PROCESSING UNIT WORKING	Y N	Y N	Y N
STAGE II DECAL ON DISPENSERS	Y N	Y N	Y N

* For a description of Stage I requirements, including a daily list of inspection points see the Stage I Fact Sheet in this calendar.

**** For a description of Stage II requirements, including a daily list of inspection points see the Stage II Fact Sheet in this calendar.**

*** Some local municipal Fire Marshals require that HOLD OPEN LATCHES be removed or disabled.

Date: _____

Name - Signature

[illegible]

S	M	T	W	T	F	S
					1 Daily Inspection <input type="checkbox"/>	2 Daily Inspection <input type="checkbox"/>
3 Daily Inspection <input type="checkbox"/>	4 Daily Inspection <input type="checkbox"/>	5 Daily Inspection <input type="checkbox"/>	6 Daily Inspection <input type="checkbox"/>	7 Daily Inspection <input type="checkbox"/>	8 Daily Inspection <input type="checkbox"/>	9 Daily Inspection <input type="checkbox"/>
10 Daily Inspection <input type="checkbox"/>	11 Daily Inspection <input type="checkbox"/>	12 Daily Inspection <input type="checkbox"/>	13 Daily Inspection <input type="checkbox"/>	14 Daily Inspection <input type="checkbox"/>	15 Daily Inspection <input type="checkbox"/>	16 Daily Inspection <input type="checkbox"/>
17 Daily Inspection <input type="checkbox"/>	18 Daily Inspection <input type="checkbox"/>	19 Daily Inspection <input type="checkbox"/>	20 Daily Inspection <input type="checkbox"/>	21 Daily Inspection <input type="checkbox"/>	22 Daily Inspection <input type="checkbox"/>	23 Daily Inspection <input type="checkbox"/>
24 Daily Inspection <input type="checkbox"/>	25 Daily Inspection <input type="checkbox"/>	26 Daily Inspection <input type="checkbox"/>	27 Daily Inspection <input type="checkbox"/>	28 Daily Inspection <input type="checkbox"/>	29 Daily Inspection <input type="checkbox"/>	30 Daily Inspection <input type="checkbox"/>
31 Monthly Inspection Done <input type="checkbox"/>						

Small Business Internet Resources

State Sites



VA DEQ – Vapor Recovery Regulations - <http://www.deq.virginia.gov/pdf/airregs/437.pdf>



VA DEQ – Small Business Assistance Program - <http://www.deq.virginia.gov/osba/>



VA Department of Business Assistance - <http://www.dba.virginia.gov/smdev>



California Air Resource Board (CARB) - <http://www.arb.ca.gov/vapor/eo-PhaseII.htm>

Federal Sites



USEPA Small Business Environmental Home Page – <http://smallbiz-enviroweb.org>



USEPA Stage I & II Guidance – http://www.epa.gov/ttn/chief/eiip/techreport/volume03/iii11_apr2001.pdf



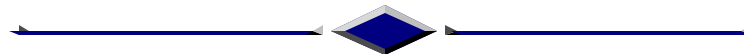
USEPA Region III Small Business Assistance Center - <http://www.epa.gov/region03/sbac/index.htm>

Regional and Central Office Contact Information

Gasoline Vapor Recovery Program Contacts Small Business Assistance Program (SBAP) Contacts

<u>Contact Person</u>	<u>Office</u>	<u>Location</u>	<u>Telephone #</u>
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Air Compliance Manager	Piedmont Regional Office	Richmond	(804) 527-5020
Richard Rasmussen	Central Office-SBAP Manager	Richmond	(804) 698-4394

Small Business Assistance Program
1 800 592-5482 or 804 698-4394
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UNDERGROUND STORAGE TANK FACT SHEET

Why are the USEPA and Virginia regulating Underground Storage Tanks (USTs)?

Underground storage tanks are regulated to protect the environment (soil, ground water and surface water) from being contaminated by releases. Federal and state regulations require tank owners/operators to install upgraded tanks, maintain the tanks and follow certain procedures. Until the mid-1980s, most USTs and piping were made of bare steel, which is likely to corrode over time and allow UST contents to leak into the environment. Faulty installation or inadequate operating and maintenance procedures also can cause USTs to release their contents into the environment. Releases have also been caused by leaks, spills, and overfills from UST systems.

Today in Virginia there are approximately 30,000 active USTs, at approximately 11,000 facilities. Gasoline or other hazardous substance, leaking from service stations, is one of the most common sources of groundwater pollution. The leaking material seeps into the soil and contaminates the groundwater. Approximately one-half of the population of the United States relies on groundwater as their source of drinking water. Groundwater pollution is a serious problem. Approximately 9700 releases have been documented in Virginia since the Underground Storage Tank Program began. Each one of these releases had the potential to affect drinking water supplies. Many municipal and private wells have had to be shut down as the result of contamination caused by releases from UST systems. In addition, fumes and vapors from releases can travel beneath the ground and collect in areas such as basements, utility vaults, and parking garages where they can pose a serious threat of explosion, fire, and asphyxiation or other adverse health effects.

Prevention and clean up of releases are the two primary goals of the programs that regulate USTs. Cleaning up petroleum releases is difficult and usually expensive; it is much easier and less costly to prevent releases before they happen. The old adage of "*an ounce of prevention being worth a pound of cure*" is particularly relevant to UST systems.

This calendar and its supplemental section(s) are intended to assist a tank owner/operator to properly operate and maintain the tanks and meet other requirements associated with these tanks.

Does this apply to you – is your business affected?

The following USTs **do not** need to meet federal/state requirements for USTs:

- Farm and residential tanks of 1,100 gallons or less capacity holding motor fuel used for noncommercial purposes;
- Tanks storing heating oil used on the premises where it is stored;
- Tanks on or above the floor of underground areas, such as basements or tunnels;
- Septic tanks and systems for collecting storm water and wastewater;
- Flow-through process tanks;
- Tanks of 110 gallons or less capacity; and
- Emergency spill and overfill tanks that are emptied. [emptied within 24 hours of capturing the product]

TANK INFORMATION

Tank Capacity (Gallons)										
Substance stored (if hazardous, include CERCLA name and/or CAS number)										
Material of Construction (v all that apply)	Tank	Piping	Tank	Piping	Tank	Piping	Tank	Piping	Tank	Piping
Fiberglass Reinforced Plastic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coated and Cathodically Protected/ST-IP3®	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Double Walled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Impressed Current System Steel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Composite (Steel Clad with Fiberglass)/ACT 100 ®	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Lined Interior	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Polyethylene Tank Jacket	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Concrete	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Excavation Liner	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Asphalt Coated or Bare Steel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secondary Containment		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Polyflexible piping		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Galvanized Steel		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Other (specify)										
Has tank/piping been repaired?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Piping Type	Tank	Piping	Tank	Piping	Tank	Piping	Tank	Piping	Tank	Piping
Safe Suction (No Check Valve at Tank)		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
U.S. Suction (Check Valve at Tank)		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Pressure		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Gravity Fed		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

COMPLIANCE REQUIREMENTS FACT SHEET

UST Basic Compliance Requirements

1. Is/are the tank(s) registered? Yes ____ No ____
2. Is the facility in compliance with the 1998 UST upgrade requirements?
Do YOU have spill protection [spill containment provisions at the fill pipe]? Yes ____ No ____
Do YOU have overfill protection? Yes ____ No ____
Do YOU have corrosion protection for the tank(s), and piping? Yes ____ No ____
3. Does the facility have release "Leak" protection for tanks and pipes? Yes ____ No ____
Do YOU have the Monthly Monitoring/inspection Records available? Yes ____ No ____
4. Does the facility meet the financial responsibility requirements? Yes ____ No ____
5. Are there any tanks not in use/closed? Yes ____ No ____
If there are tanks no longer in use, have they been properly closed (physical closure, permits, etc.)?

UST Recommended Best Management Practice

1. Conduct and Record a monthly walk-through inspection? [Sample in Appendix]

UST Required Records

1. Release "Leak" detection – performance and maintenance:
 - Most recent 12 months of monitoring results and most recent tightness test results. [If applicable]
 - Copies of performance claims from leak detection manufacturers.
 - Records of maintenance, repair and calibration of on-site leak detection equipment.
2. Records showing required inspections and test of corrosion protection system. [If applicable.]
3. Records showing that repaired or upgraded UST system was properly repaired or upgraded.
4. At least 3 years after closing UST, must keep records of site assessment results required for permanent closure.
5. Must have records documenting financial responsibility.

COMPLIANCE REQUIREMENTS FACT SHEET

All tanks today must meet new tank standards. Tanks installed prior to December 22, 1988 were considered existing tanks. All tanks installed after December 22, 1988 are considered new tanks.

Requirements - Things You Must Do for Release "Leak" Detection

For:

New Tanks / Existing Tanks

Monthly Monitoring ^① [Monthly Monitoring Includes: Monitoring the integrity of the space between the tank walls - double wall tank (Interstitial) or the tank and secondary containment barrier monitoring; Automatic Tank Gauging; Vapor Monitoring; Groundwater Monitoring; Statistical Inventory Reconciliation; and other methods approved by DEQ.]

Or

Inventory Control and a Tank Tightness Test ^② ^③ (^② Option only for 10 years after tank installation or after adding corrosion protection on existing tanks)

New & Existing Pressurized Piping

Must have an Automatic Line Leak Detector [Shutoff Flow Restrictor, or Continuous Alarm]

AND you must perform either:

Monthly Monitoring [except Automatic Tank Gauging. Note: Automatic Tank Gauging does not check line pressure]

Or

Annual Line Tightness Test

New & Existing Suction Piping

No Requirements for certain types of suction systems (those that have a single check valve at the dispenser and a line slope back to tank that meets technical specifications)

Or you must perform

Line Tightness testing every 3 years

Or you must perform

Monthly Monitoring [Except Automatic Tank Gauging. Note: Automatic Tank Gauging does not check line pressure]

COMPLIANCE REQUIREMENTS FACT SHEET

Requirements - Things You Must Do for Spill & Overfill Protection

For:

All Tanks ^④

Must Have Spill Protection = Catchment Basins [spill buckets]

And must have

Overfill Protection = Either

Automatic Shutoff Device

Or

Overfill Alarm

Or

Ball Float Valve

Requirements - Things You Must Do for Corrosion Protection

For:

New Tanks / Existing Tanks

Must Have a Fiberglass Reinforced Plastic (FRP) Tank [no corrosion protection testing required]

Or

Must have a Steel Tank Clad with FRP - "Composite Tank" [no testing required]

Or

Must have a Coated and Cathodically Protected Steel Tank [corrosion protection testing required every 3 years]

For Existing tanks there are additional options:

Must Have a Cathodically Protected Steel Tank [corrosion protection testing required every 3 years]

Or

Must install a Tank Interior Lining [Lining must be inspected after 10 years and every 5 years thereafter]

Or

Must Install a Tank Interior Lining and Cathodic Protection

COMPLIANCE REQUIREMENTS FACT SHEET

Requirements - Things You Must Do for Corrosion Protection Cont'd

For:

New / Existing Piping

Must use Fiberglass Reinforced Plastic (FRP)

Or

Must use Coated and Cathodically Protected Steel

Or

Must use Another Approved Material [ie. flexible pipe]

Existing piping additional option:

Use Cathodically Protected Steel

✱

ALERT - OWNERS of PRE-1985 FIBERGLASS TANKS ***Voluntary ACTIVITY to PREVENT TANK FAILURES***

✱

Fiberglass tanks that were manufactured and installed prior to 1985 have occasionally resulted in releases of massive quantities of fuel and significant environmental damage in Virginia. Many of these older tanks did not have protective "strike plates" or "deflection plates" under all openings (or a designated fill opening) as UL standards recommend. These older fiberglass tanks are subject to punctures from the repetitive insertion of the inventory stick.

Using a strong magnet on a stick/string you can easily determine if your tank's bottom already contains a metal strike plate under the fill opening. Several vendors provide low cost easy to install devices that fit in the drop tube to protect the tank bottom. It is anticipated that a release from an unprotected tank due to penetration of the tank bottom by inventory sticking may be considered negligence on the part of the owner and would disqualify the release from cleanup reimbursement from the Petroleum Storage Tank Fund.

Footnotes:

- ① Monthly Monitoring Includes: Interstitial Monitoring; Automatic Tank Gauging; Vapor Monitoring; Groundwater Monitoring; Statistical Inventory Reconciliation; and other methods approved by the regulatory authority.
- ② The Tank Tightness Test can be performed by a certified contractor. In Virginia the contractor can self certify or seek third party certification. In the UST RESOURCES section you will find a website that provides a listing of third party certified contractors.
- ③ Tanks 2,000 gallons and smaller may be able to use manual tank gauging (stick measure).
- ④ Spill and Overfill protection does not apply to tanks that are filled with 25 gallons or less of a liquid at one time.

UST RESOURCES

INTERNET RESOURCES

VA DEQ-Petroleum Program-Underground Storage Tanks – <http://www.deq.virginia.gov/tanks>

■ Download Library - <http://www.deq.virginia.gov/tanks/dwnllib.html>

- *The Technical Manual to the VIRGINIA DEQ Storage Tank Program* - PDF or Word Formats
- *The Appendices to the Technical Manual to the VIRGINIA DEQ Storage Tank Program* - PDF or Word Formats

USEPA-Office of Underground Storage Tanks (OUST) - <http://www.epa.gov/swerust1/index.htm>

■ OUST Publications - <http://www.epa.gov/swerust1/pubs/index.htm>

- *Catalog of EPA Materials on Underground Storage Tanks* (EPA-510-B-00-001), January 2000
- *Musts for USTs: A Summary of the Federal Regulations for Underground Storage Tank Systems* (EPA 510-K-95-002),
- *Operating and Maintaining Underground Storage Tank Systems: Practical Help and Checklists* (EPA 510-B-00-008), August 2000.
- *Underground Storage Tanks: Requirements and Options.* (EPA 510-F-97-005), June 1997

UST REGIONAL CONTACTS

Northern Virginia Regional Office	Steve Hughes	(703) 583-3820
Piedmont Regional Office	Mike Kelly	(804) 527-5023
Tidewater Regional Office	Tom Madigan	(757) 518-2115
South Central Regional Office	Mike Sexton	(434) 582-5120
West Central Regional Office	Tim Petrie	(540) 562-6794
Valley Regional Office	Mac Sterrett	(540) 574-7835
Southwest Regional Office	Dan Manweiler	(276) 676-4837

FREQUENT WALK-THROUGH INSPECTIONS

A BEST MANAGEMENT PRACTICE (BMP)

You should conduct basic walk-through inspections of your facility at least monthly to make sure that your essential equipment is working properly and that you have release response supplies on hand.

These inspections **NEED** not be thorough, but they can provide a quick overview of what you can do. You might think of this level of inspection as sort of like the dashboard indicators we respond to in our automobiles that provide us with status warnings like “low battery.”

When you perform your walk-through inspection you should quickly check at least the following:

- **Release Detection System:** Is your release detection equipment working properly? For example, did you run a quick “self-test” of the ATG to verify it’s working properly? Or did you check your manual dip stick to make sure it’s not warped or worn?
- **Spill Buckets:** Are spill buckets clean, empty, and in good shape?
- **Overfill Alarm (if you have one):** Is your overfill alarm working and easily seen or heard?
- **Impressed Current Cathodic Protection System (if you have one):** Is your cathodic protection system turned on? Are you checking your rectifier at least every 60 days?
- **Fill and Monitoring Ports:** Are covers and caps tightly sealed and locked?
- **Spill and Overfill Response Supplies:** Do you have the appropriate supplies for cleaning up a spill or overfill?

In addition TO THE ABOVE, good UST site management should also include the following quick visual checks:

- **Dispenser Hoses, Nozzles, and Breakaways:** Are they in good condition and working properly?
- **Dispenser and Dispenser Sumps:** Any signs of leaking? Are the sumps clean and empty?
- **Piping Sumps:** Any signs of leaking? Are the sumps clean and empty?

What to do if you find any problems during the inspection?

YOU or your UST contractor need to take action quickly to resolve the problems and avoid serious releases!

✓ Frequent Walk-Through Inspection Checklist

Date of Inspection												
Release Detection System: Inspect for proper operation.												
Spill Buckets: Ensure spill buckets are clean and empty.												
Overfill Alarm: Inspect for proper operation. Can a delivery person hear or see the alarm when it alarms?												
Impressed Current System: Inspect for proper operation.												
Fill and Monitoring Ports: Inspect all fill/monitoring ports and other access points to make sure that the covers and caps are tightly sealed and locked.												
Spill and Overfill Response Supplies: Inventory and inspect the emergency spill response supplies. If the supplies are low, restock the supplies. Inspect supplies for deterioration and improper functioning.												
Dispenser Hoses, Nozzles, and Breakaways: Inspect for loose fittings, deterioration, obvious signs of leakage, and improper functioning.												
Dispenser and Dispenser Sumps: Open each dispenser and inspect all visible piping, fittings, and couplings for any signs of leakage. If any water or product is present, remove it and dispose of it properly. Remove any debris from the sump.												
Piping Sumps: Inspect all visible piping, fittings, and couplings for any signs of leakage. If any water or product is present, remove it and dispose of it properly. Remove any debris from the sump.												

Put your initials in each box below the date of the inspection.
This indicates that the device/system was inspected and OK on that date.

Forms & Certificates & Labels

Sample Label

FRC Form

Training Certificate

Most Recent Test Results - Test every 5 years

Copy of Repair and Purchase Orders and Parts Receipts (Keep for 2 years)